

AIR NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT

Corrected Copy



**HUMAN RESOURCES
OFFICE**
**Washington National
Guard**
**Building 33, Camp Murray
Tacoma, WA 98430-5130**

Announcement number
09-294-ANG
Opening Date
7 January 2010

Position Title, Series & Grade
Human Resources Assistant (Military)
GS-0203-07

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30
(3:30 IF TURNED IN AT 141 ARW REMOTE HRO) ON:**
8 February 2010

PD Number:
80533E00

Location of Position:

242 CBCS
Spokane, WA

Baseline physical

An employment physical may be required within 90 days of employment per OSHA regulation and NGB* *this physical will be used to determine fitness and eligibility for continued employment.

Salary Range:

\$40,527 PA to \$52,687 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

☐ **Area A - Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Air and/or Army National Guard.

☒ **Area B - In-state Excepted:** All participating members of the Washington Air and/or Army National Guard.

☒ **Area C - In-service Excepted:** All presently employed permanent excepted technicians, indefinite accepted technicians, and AGR members with excepted technician reemployment rights to the Washington Air National Guard.

☐ **Area D - In-service Competitive:** All presently employed permanent competitive technicians of the Washington Air National Guard.

CURRENT BARGAINING UNIT STATUS

☐ Bargaining Unit
☒ **Non-Bargaining Unit**

Appointment Factors:

☐ Officer ☒ **Enlisted** ☐ Warrant Officer

☐ NDS (Competitive)

☐ Permanent ☒ **Indefinite*** ☐ Temporary*

Military Assignment & Grade Requirements

AFSC: 3S0X1

Applicants need not be assigned to the position or possess the AFSC to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain AFSC within 1 year of appointment action.

Military Grade Available:

MSgt and below

Please note: Grade Inversion will not be permitted TPR 300 (302.7, change 8 para c)

Permanent Change of Station

- ☒ PCS expenses are not authorized ☐ PCS expenses are authorized
☐ PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.

AGR announcement

This position is also being offered as an AGR position. See Military Vacancy Announcement **09-503**.

Minimum Requirements for Consideration

General Experience: Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

Specialized Experience: Must have **12** months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.

Other Requirements: Must have or be able to acquire a **Secret** security clearance.

The following Selective Placement Factors (SPFs) will be considered in the evaluation process

Element I – Knowledge of basic rules, regulations and policies which govern performance of the work.

Element II – Ability to follow established guidelines.

Element III – Ability to communicate both orally and in writing.

Element IV – Knowledge of procedural processing of personnel transactions in the personnel specialization required of the position.

Element V – Knowledge of government-wide rules, regulations; laws and policies governing the type of transactions being dealt with.

Element VI – Skill in gathering information, data, and preparing reports.

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

SUMMARY OF DUTIES

This position is located within the Air National Guard at a Geographically Separated Unit (GSU), but not collocated with the Military Personnel Flight (MPF) and reports directly to the Commander or Detachment Commander. The purpose of this position is to organize, develop, and administer locally authorized military human resources actions for the unit and to provide counseling and assistance to assigned personnel and their dependents. Forwards additional human resources actions to appropriate host Military Personnel Flight (MPF). This position may be tasked to perform a variety of administrative and other duties that support the military human resources function. Provides advice, counsel, and assistance to the commander/detachment commander and unit staff pertaining to military human resources administration. Plans, organizes, and administers the military human resources program for the unit. Provides counseling to current and potential members. Coordinates, administers and reports weight management and fitness testing, including developing a system for changes within the fitness testing requirements. Administers and coordinates the Full Time Unit Support (FTUS) and Active Guard Reserve human resources (AGR) programs actions. Provides assistance on various accounting and finance issues to assist members in military pay and military travel pay issues, problems, and matters relative to temporary duty, basic military training, technical training, annual training, special training, and other active duty requiring special orders. GSU Point of Contact (POC) for issues or problems related to TRICARE and other benefits that require real time automated personnel identification system (RAPIDS) and defense enrollment/eligibility reporting systems (DEERS) processing, administration or maintenance. Develops, establishes, and maintains work center training programs. As required, performs Staff Visits (SV). Performs other duties as assigned.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification"
 - SF 256 "Self-Identification of Handicap"
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - One of the following:
 - a) OF 612 "Application for Federal Employment"
 - b) Personal Resume, or
 - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

***Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.

4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.

5. EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835
DSN 323-7835